

State of Connecticut
Department of Public Works

Manuals, Guides and Procedures

1. **DPW - Consultant's Procedure Manual:** This Consultant Manual is an information resource to any Consultant that does business with the State of Connecticut through the Department of Public Works Facilities Design and Construction. This manual includes information on how to obtain state work, what basic services consists of and what constitutes extra services for a consultant, administrative issues and technical requirements. The structure of DPW and how the various people interact with a project is also explained in this manual.

The Manual includes:

- Administrative Issues
- Programming
- Site – Permits, Approvals, and Requirements
- Building - Permits, Approvals and Requirements
- Environmental Permits
- Codes (Building & Fire)
- Design Phase Checklists
- Technical Issues
- Bid Phase Processes and Procedures
- Construction Phase Processes and Procedures

2. **DPW - Design Build Manual:** While numerous delivery systems and construction options are available to the DPW, three are the most widely used. In the more common design-bid-build (D-B-B) method, DPW hires an architect, has plans prepared, offers the construction contract for public bid, and uses its own personnel to manage the construction process. Design-build (D-B) projects involve hiring one selected firm to provide not only construction services, but also complete design and professional services, and possibly even the land on which a project is to be sited, all of which are included in one fixed cost agreement.

The Manual includes:

- Identify as a Design-Build Project
- Establish a Budget
- Site Consideration
- Environmental Studies
- Land Acquisition
- Establish the Program for Design
- Develop the Request for Proposals
- Advertise for Proposals
- Pre-submittal Process
- Receive Proposals
- Proposal Evaluation
- Environmental Studies
- Negotiate a Development Agreement
- Approvals and Execution
- Contract Management
- Completion

3. **DPW - Agency Administered Projects Manual:** The Department of Public Works is responsible for overseeing construction projects administered by other State Agencies under CGS 4b-52. The purpose this procedure manual is to outline the procedural requirements for agency administered projects and sample documents to aid in the bidding and construction phase of a project.

The Manual includes:

- Introduction to Agency Administered Projects
- Use of DPW Supplemental OPM B-100 Form
- Bidding Procedures
- Minority & Small Business Set-Aside Program (MBA/SBA)
- Construction Phase
- Emergency Projects
- Transfer Invoice Procedures
- Compliance with Public Act 01-7
- DAS On-Call Trade Contractor Services

4. **DPW - Project Manager's Manual:** The Department of Public Works Project Manager is responsible designated and authorized by the Commissioner, to be responsible for the overall contract management and oversight of the Project, and to represent the (User) Agency during the Design, Bid and Construction Phases. The purpose this procedure manual is to outline the procedural requirements contract Management projects and sample documents for all processes and procedures.

The Manual includes:

- Initiation Phase
- Contract Phase
- Bid Phase
- Construction Phase
- Bid Phase
- Construction Phase
- Closeout

5. **DPW - Construction Administrator Procedure Manual:** The Construction Administrator (CA) is the Owners Representative and is authorized Commissioner to review projects in the Design Phases for constructability, conformance with the budget, and recommend construction phasing and staging requirements. During the Bid Phase the CA assist in the Bidding Process and review of Bids with respect the requirements of the Contract Documents. inspect all Work for conformance to the Contract Documents. During the Construction Phase the CA is authorized to reject all Work found to be defective, unacceptable and nonconforming to the Contract Documents, perform inspections and rejections may extend to all or any part of the Work, and to the preparation or manufacture of the material to be used. The purpose this procedure manual is to outline the procedural requirements Construction Administration of all projects and sample documents for all processes and procedures.

The Manual includes:

- Design Phase Constructability Reviews
- Schedule and Coordination
- Design Phase Procedures
- Bidding Phase Documents and Procedures
- Estimating Requirements
- Construction Phase Procedures
- Closeout Procedures
- Documentation and Reporting
- Site Support Services
- Change Order Procedures
- Inspections and Quality Assurance
- Claims

6. **DPW - Bidder Pre-Qualification Manual:** The Department of Public Works, on behalf of the Connecticut State University System, has been granted the statutory authority to identify a list of responsible and qualified bidders for pre-qualification prior to bidding a specific project. The State shall evaluate whether a prospective bidder is responsible and qualified. In considering past performance the State shall evaluate the skill, ability and integrity of bidders in terms of the bidders' fulfillment of contract obligations and the bidders' experience or lack of experience with projects of the size of the specific project for which bids are to be submitted. The purpose of this procedure manual is to outline the procedural steps and all processes and procedures requirements for contractor pre-qualification of specific projects.

The Manual includes:

- General
- Invitation to Prequalify to Bid
- Bidder Prequalification Documents Package
- Bidder Prequalification Evaluation
- Announcement to Prequalified Bidders
- Notice of Bidder Prequalification Determination
- Department of Public Works Public Bid Process

7. **DPW - Connecticut Environmental Policy Act (CEPA) Procedure Manual:** The purpose of the Connecticut Environmental Policy Act (CEPA) is to identify and evaluate the impacts of proposed state actions which may significantly affect the environment. This evaluation provides the decision maker with information necessary for deciding whether or not to proceed with the project. The process also provides opportunity for public review and comment. The Connecticut Environmental Policy Act (CEPA) (Sections 22a-1 through 22a-1h of the Connecticut General Statutes) requires that an environmental assessment be prepared by State responsible agency. The purpose of this procedure manual is to address the statutory regulations and to outline the procedures and processes required documents, evaluations, and findings.

The Manual includes:

- Connecticut Environmental Policy Act
- Department of Environmental Protection CEPA Regulations
- Environmental Classification Document of Certain State Agencies
- Guidelines for an Early Notification & Scoping Process Under CEPA
- Sample Contract
- Sample Format for Documents
- Standards for CEPA Documents
- CEPA Review Requirements

8. **DPW - Life Cycle Cost Analysis Guide:** Connecticut General Statutes (CGS), Sec. 16a-38, requires that a Life Cycle Cost Analysis (LCCA) be performed by design professionals for all State owned or funded new buildings, additions or renovations, in order to evaluate all reasonable alternate designs for life cycle cost effectiveness. When required, the Architect/Engineer must prepare and submit a full LCCA in the manner required under CGS 16a-38, and specified in the guidance document LCCA Guidance Document and utilize the Life Cycle Cost Analysis Form developed by DPW. The purpose of this procedure guide is to address the standards required under CGS 16a-38 and to outline the procedures and processes required evaluations, evaluations, and findings.

The Guide includes:

- Life Cycle Cost Analysis Package
- Energy Conscious Design
- Forms and Submittal Requirements
- Contacts

9. **DPW - Manual of Space Planning Standards:** The Commissioner of Public Works is given broad responsibility to establish and continually review the space standards that are used throughout the State for purposes of establishing budgets and design parameters for State Agencies. In order to accomplish this task, the DPW continually reviews the needs and requirements of the users and is able to assure the legislature that the standards are in the best financial interests of the State in terms of need and quality. The purpose of this Manual is to present a series of planning approaches and methods for use by agencies in forecasting and calculating space necessary to fulfill their missions.

The Manual includes:

- Introduction
- Definitions
- Space Planning Methods and Standards
- Components Of Assignable Space
- Appendices

10. **DPW - Guide to Certifications, Permits and Approvals:** The "Guide to Certifications, Permits and Approvals for DPW Projects" is available as a supplement to the Checklist for Permit and Approvals and provides a brief explanation of the scope of the permits and the applicable review agency (Federal, State and Municipal). The guide may be obtained from the DPW-Project Manager.

The Guide includes:

- Permits and Review Agencies
- Checklist For Permits and Approvals
- Building Permits, Approvals and Regulations

11. **DPW - Division 0 Bidding Requirements, Contract Forms and Conditions of the Contract for Construction:** The documents and the associated forms given in this division are those commonly adopted by the various both the public and private sector for major construction projects. They have been produced with consideration given to the requirements stipulated in the General Statutes of Connecticut (Chapter 60, Title 4b, Part II) and to make the bidding process as easy, clear and as open as possible. Among all these documents, "General Conditions of the Contract for Construction" defines the legal rights, responsibilities and authority of all the parties involved in a construction project and is the most important document of all. Because importance of all of the documents in this division they have been carefully reviewed and approved by the of the Connecticut Attorney General's Office. The intent of these documents is to improve to the bidding process, the administration and management of the construction procedures, and the quality of Department of Public Works construction projects.

The General Requirements includes:

- Invitation to Bidders
- Bid Proposal Form
- Gift Affidavit and Authorizing Documents to Accompany Bid
- Standard Bid Bond Form
- General Contractor Bidders Qualification Statement
- Subcontractor Bidders Qualification Statement
- Objective Criteria for Evaluating Qualifications of Bidders
- Sub contract Agreement Form
- Notice to Bidders
- Prevailing Wage Rates/Contractor's Wage Certification/ Payroll Certification
- Certificate of Insurance
- Set-Aside Contractor Schedule
- Contract
- CHRO/Contract Compliance Regulations
- General Conditions of the Contract for Construction
- Supplementary Conditions (Not Used)
- Amendments (No. 1-A, 2, 3)

12. DPW Division 1 General Requirements (construction): The Department of Public Works has developed Division 1 General Requirements for construction. The purpose of these requirements are intended to guide and assist architectural and engineering consultants in creating consistent and appropriate requirements for DPW construction contracts and that do not conflict with other contract requirements.

The General Requirements includes:

- Summary of Work
- Contract Considerations
- Application for Payments
- Supplemental Bids
- Modification Procedures
- Coordination
- Cutting and Patching
- Field Engineering
- Reference Standards & Definitions
- Alteration Project Procedures
- Project Meetings
- Submittals
- Construction Schedules
- CPM Schedules
- Construction Photographs
- Quality Control
- Construction Facilities & Temporary Controls
- Construction Waste Management
- Materials & Equipment
- Equals and Substitutions
- Starting of Systems
- Contract Closeout
- Operation & Maintenance Data
- Warranties & Bonds

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